



ECU Student Guild

CLUB AFFILIATION POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Club Affiliation Policy
POLICY OWNER	Senate

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.1. Guild Affiliation	4
5.2. General Conditions for all Affiliates	5
5.3. Eligibility for affiliation	6
5.4. Affiliation Tiers	8
5.4.1. Tier 1	8
5.4.1.1. Eligibility	8
5.4.1.2. Benefits	8
5.4.2. Tier 2	9
5.4.2.1. Eligibility	9
5.4.2.2. Benefits	10
5.4.3. Tier 3	10
5.4.3.1. Eligibility	10
5.4.3.2. Benefits	11
5.4.4. Tier 4	12
5.4.4.1. Eligibility	12
5.4.4.2. Benefits	12
5.5. Application for Affiliation and Important Dates	13
5.6. Funding	13
5.6.3.1. Float Top Up	13
5.6.3.2. Grant Submissions	14
5.6.3.3. Method of Funding	14
5.6.3.4. Ownership of Assets Purchased	16
5.7. Disaffiliation of a Club	16
5.8. Reporting	16
5.9. Political clubs	17
5.10. Dissolution of a Club	17
6. RELATED DOCUMENTS	18
7. CONTACT INFORMATION	18
8. APPROVAL HISTORY	19

1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate the affiliation of clubs within the governance framework of the ECU Student Guild

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all clubs affiliated with, intending to affiliate, and interacting with, the ECU Student Guild.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.

- 3.2. A reference to:

3.2.1. A person includes a corporation and government or statutory body or authority;

3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and

3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.

- 3.3. The word “including” and similar expressions are not words of limitation.

- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.

- 3.5. **Affiliate** means any club that has affiliated with the Guild using the prescribed process and holds existing affiliation in any given year.

- 3.6. **AGM** means Annual General Meeting.

- 3.7. **ANZ** means Australia and New Zealand Banking Group. Commonly called ANZ, is an Australian multinational banking and financial services company headquartered in Melbourne, Australia.

- 3.8. **CIDC** means the Continuous Improvement and Development Committee.

- 3.9. **Club** means an entity consisting of a group of people that is affiliated with the ECU Student Guild.

- 3.10. **Incorporated Clubs** means clubs or clubs with parent organisations that are incorporated under the Association Incorporation Act 2015.

- 3.11. **The Guild** means Edith Cowan University Student Guild.

- 3.12. **JO** means ECU’s Joondalup Campus.

- 3.13. **ML** means ECU’s Mount Lawley Campus.
- 3.14. **Online Club** means clubs that predominantly operate online.
- 3.15. **Senate** means the governing body of the guild.
- 3.16. **SW** means ECU’s South West Campus.

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee’s contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. Guild Affiliation

- 5.1.1. Guild Affiliation aims to develop a cooperative relationship between the Guild and the Clubs at ECU. It is designed to support the development and activities of Affiliates and to help foster a productive atmosphere and promote student inclusiveness.
- 5.1.2. All Guild affiliated clubs will fall under one of the following sub-departments:
 - 5.1.2.1. Equity Department – Any club that represents recognised marginalised groups at the university.
 - 5.1.2.2. Environmental Department – Any club involved in or having a desire to improve the environmental activities at ECU campuses.
 - 5.1.2.3. First Nations Department – Any club that represents First Nations students and their interests at ECU.
 - 5.1.2.4. Academic Department – Any club that represents academic interests at ECU.
 - 5.1.2.5. International Department – Any club that represents international students and their interests at ECU.
 - 5.1.2.6. South West Department – Any club that specifically represents South West students and their interests at ECU. Clubs that operate in the South West but fall under one of the other Guild Departments will be supported directly by the relevant department with support from the South West Department.

5.1.2.7. Social Department – Any club that focuses on contributing to the social life of students at ECU.

5.1.2.8. Sports Department – Any club that represent sports at ECU.

5.1.3. All clubs for the sake of clarity and reference will be called ‘Clubs’.

5.2. General Conditions for all Affiliates

5.2.1. Notwithstanding the Affiliate’s right to have a particular political position, the club’s use of funding or Guild resources cannot be for the purposes of advancing the interests of a political party or organisation, as defined in the Higher Education Support Act (2003); additionally:

5.2.1.1. With reference to University Statute No. 29, the Guild will not affiliate any club that is associated or registered with a Political Party.

5.2.2. Affiliates must declare all existing affiliations, funding arrangements, sponsorships, and agreements it may have with other organisations, to the Guild during the time of affiliation and throughout the affiliation period of the club.

5.2.3. Affiliates must provide to the Guild details of any additional affiliation opportunities with other organisations they may be exploring, prior to any such agreement being entered into.

5.2.4. Affiliates must include the Guild logo in all advertising and promotional material they use to market their club including, but not limited to posters, flyers, and websites. Additionally, all Affiliates will make the Guild a co-host of their Facebook event(s), as applicable. If by any special circumstances that this is not possible, the affiliate will need to discuss the matter with the Vice President responsible for the Club for a consensus.

5.2.5. Affiliation for Tiers 1, 2 and 3 will open and close on the dates listed below. Tier 4 affiliations will be open year round.

Semester	Affiliations Open	Affiliations Close
One	1 st January	Week 3 of Semester 1
Two	Orientation Week	Week 3 of Semester 2

5.2.6. Affiliates remain affiliated until the 31 December in each calendar year, pending compliance with all conditions prescribed elsewhere in this Policy, in addition to the following:

5.2.6.1. Affiliates who are inactive for three consecutive months in the same calendar year can be immediately disaffiliated at the discretion of the relevant Vice-President, and one other executive member of the Guild Senate.

5.2.6.2. The Guild at its sole discretion may reject an application for Affiliation. Should this occur the club is entitled to lodge an appeal in writing, which will be heard at the next meeting of the Guild Secretariat.

5.2.6.3. If an appeal is unsuccessful, the club can submit a further appeal in writing to the next meeting of the Guild Senate, their decision will be final.

5.2.7. Affiliation with the Guild must be renewed annually by the due date.

5.2.8. Club training is mandatory and will be organised during week 4 or 5 of the academic calendar for each semester.

5.2.9. Clubs are solely responsible for familiarising themselves and following Guild Policy and Procedure. It is the Clubs responsibility to ensure that all Committee and Club Members are aware of and follow all Guild policy, procedure and guidance.

5.3. Eligibility for affiliation

5.3.1. A Club is eligible to apply to the Guild for registration as an Affiliated Body provided that:

5.3.1.1. The club is not a commercially operated organisation.

5.3.1.2. The club's defined objectives and purposes directly relate to, and benefit, enrolled students at the University.

5.3.1.3. The names, addresses, contact numbers, email addresses, and student ID numbers of each committee member and club member are provided to the Guild and are maintained for reference. Clubs will be required to ensure that members are aware of this condition;

5.3.1.4. Clubs will be required to provide a copy of the minutes of the latest AGM/SGM to confirm the election of Committee Members to their posts.

5.3.1.5. Reaffiliating clubs must ensure they have held their AGM's prior to applying for Guild affiliation;

5.3.1.6. The club establishes an email account in the name of the club (i.e. not a Committee members' or members personal/student email);

5.3.1.7. The club keeps and maintains an up to date membership register containing the names, student ID number and student email addresses of its members, the format of which may be prescribed by the guild from time to time;

5.3.1.8. The majority (51%) of the affiliate's members must be Guild members;

5.3.1.9. Non-enrolled students, non-guild members, alumni, or industry personnel cannot be current committee members of the club.

5.3.1.10. The defined objective(s) of the club is unique and does not conflict with, or challenge, the purpose of another Guild affiliated body. If there is a duplication of objectives of clubs who are affiliating, clubs will be affiliated on a first in basis based on the date of application.

5.3.1.11. The club has a governing instrument such as rules or regulations, or a Constitution that:

- 5.3.1.11.1. Define its core purpose as being for the benefit of the ECU student body; and
 - 5.3.1.11.2. Does not permit any form of harassment, bullying, humiliation, or other such practices;
 - 5.3.1.11.3. Specifies the actions to be taken if any general member is found to be guilty of misconduct.
- 5.3.1.12. The club shall commit first, and foremost, to serving the interests of ECU Students, and by association, the Guild, above any other internal or external organisations and/or interests.
- 5.3.1.13. Clubs who form part of the Undergraduate or Postgraduate Departments will not be permitted to use Guild funds for the purchase of Alcohol for their events or activities.
- 5.3.1.14. Affiliation does not guarantee approval of funding applications. This is subjected to the relevant Vice President’s approval.
- 5.3.1.15. The Guild reserves the right to amend this Policy at any time.
- 5.3.1.16. If an Affiliate is a branch of or contingent on an external organisation, the Secretariat, in accordance with relevant legislative restrictions, will determine which tier the club should sit under or whether affiliation is permitted to such clubs.
- 5.3.1.17. Affiliates must provide the relevant Vice-President with an Events and Budget Proposal by week 4 of each semester and send progress updates on events and budget in quarterly reports (refer to clause 5.8 for reporting).
- 5.3.1.18. A minimum of two tickets to each event must be reserved for the relevant Vice-President or their nominee, as well as the Guild President or their nominee.
- 5.3.1.19. Affiliates need to notify the relevant Vice-Presidents of the confirmed/ finalised event dates and location at least one month in advance.
- 5.3.1.20. All the venue bookings, for on-campus events are required to be processed through the Guild with a minimum notice of 2 weeks in advance.
- 5.3.1.21. A member of an Affiliates Committee (or nominated and advised proxy) must attend all meetings, during each academic year, as scheduled and advised by the relevant Vice-President, in addition to any special meetings and/or events the Vice-President may call at their discretion.
- 5.3.1.22. If available, Affiliates will display a Guild banner (supplied by the Guild) at all its events, regardless of whether they are on-campus or off-campus.
- 5.3.1.23. Clubs must provide at least one (1) Committee Member and one (1) General Member to represent their club at the Semester 1 and Semester 2 Orientation

Days or Guild Days or Guild events at their primary ECU campus(es), for periods of time to be determined by the Guild, as well as any other events as determined by the Guild.

5.3.1.24. In accordance with relevant sections of clause 5.7, if an Affiliate disbands or is disaffiliated, it shall return to the Guild any unspent SSAF funding provided by the Guild and shall return all physical assets purchased using SSAF funding, including, but not limited to, notebooks, tablets, iPads and domestic equipment such as televisions and fridges, etc. The Guild keeps an Asset Register for each club to record purchases, new and existing.

5.3.2. Failure to meet any of the conditions above, or elsewhere in this Policy, may impede further grant funding and support, and can, at the discretion of the relevant Vice-President, and one other executive member of Senate, result in immediate disaffiliation of the club.

5.4. Affiliation Tiers

Eligible Clubs may be affiliated under one of the following tiers:

5.4.1. Tier 1

5.4.1.1. Eligibility

5.4.1.1.1. The club is governed by a committee that comprises a minimum of 5 committee members, who must be current enrolled students and members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent)

5.4.1.1.2. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic semester, and:

5.4.1.1.2.1. one of the events in each semester must be held on one of ECU's three (3) campuses;

5.4.1.1.2.2. one of the events in each semester must be open to all ECU students (not just members of the Affiliate)— although both these conditions can be met in the same event.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.1.2. Benefits

The Guild will provide:

5.4.1.2.1. Conditional financial grants and incentives through the Guild's annual SSAF funding allocation;

5.4.1.2.2. Float top-ups worth \$300 each, limited to 5 top-ups a year;

- 5.4.1.2.3. Invitation to annual dinner for all committee members to commemorate club efforts throughout the year;
- 5.4.1.2.4. Discounted tickets to the annual Guild Ball;
- 5.4.1.2.5. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;
- 5.4.1.2.6. Conditional use of Guild's photocopying and printing facilities for approved events; as well as, the use of Guild infrastructure to facilitate effective club administration;
- 5.4.1.2.7. Free access to the Guild's range of events equipment and resources in accordance with booking processes;
- 5.4.1.2.8. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;
- 5.4.1.2.9. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;
- 5.4.1.2.10. Where available, collaborative promotion of the Affiliated Body's activities and initiatives such as but not limited to the Guild's website, Social Media platforms, and other resources;
- 5.4.1.2.11. Assistance with graphic design for events and promotions where practicable; and
- 5.4.1.2.12. Use of the Guild's Club Room on the Joondalup Campus.

5.4.2. Tier 2

5.4.2.1. Eligibility

- 5.4.2.1.1. The club is governed by a committee that comprises a minimum of 3 committee members, who must be current enrolled students and members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent).
- 5.4.2.1.2. Affiliates shall plan, implement and run a minimum of three (3) Guild approved events during each academic year, and:
 - 5.4.2.1.2.1. one of the events in each year must be held on one of ECU's three (3) campuses;
 - 5.4.2.1.2.2. one of the events in each year must be open to all ECU students (not just members of the Affiliate)— although both these conditions can be met in the same event.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.2.2. **Benefits**

The Guild will provide:

- 5.4.2.2.1. Conditional financial grants and incentives through the Guild's annual SSAF funding allocation;
- 5.4.2.2.2. Float top-ups worth \$150 each, limited to 5 top-ups a year;
- 5.4.2.2.3. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;
- 5.4.2.2.4. Conditional use of Guild's photocopying and printing facilities for approved events; as well as, the use of Guild infrastructure to facilitate effective club administration;
- 5.4.2.2.5. Free access to the Guild's range of events equipment and resources in accordance with booking processes;
- 5.4.2.2.6. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;
- 5.4.2.2.7. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;
- 5.4.2.2.8. Where available, collaborative promotion of the Affiliated Body's activities and initiatives such as but not limited to the Guild's website, Social Media platforms, and other resources;
- 5.4.2.2.9. Assistance with graphic design for events and promotions where practicable; and
- 5.4.2.2.10. Use of the Guild's Club Room on the Joondalup Campus.

5.4.3. **Tier 3**

Incorporated associations will not be affiliated with the Guild under Tier 1, 2 or 4. Affiliation of Incorporated Associations will be reviewed on a case-by-case basis and by the negotiation of a Memorandum of Understanding. Approved affiliates will be deemed Tier 3 affiliates.

5.4.3.1. **Eligibility**

- 5.4.3.1.1. The Club is an Incorporated Association as recognised on the Australian Charities and Not for Profits Commission (ACNC). This includes subsidiaries of parent companies who are registered with the ACNC.

5.4.3.1.2. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic year;

5.4.3.1.2.1. one of the events in each year must be held on one of ECU's three (3) campuses.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.3.2. Benefits

The Guild will provide:

5.4.3.2.1. Conditional financial grants and incentives through the Guild's annual SSAF funding allocation. Note that the Memorandum of Understanding will detail the maximum funds available to the club;

5.4.3.2.2. Invitation to annual dinner for all committee members to commemorate club efforts throughout the year;

5.4.3.2.3. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;

5.4.3.2.4. Free access to the Guild's range of events equipment and resources in accordance with booking processes;

5.4.3.2.5. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;

5.4.3.2.6. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;

5.4.3.2.7. Where available, collaborative promotion of the Affiliated Body's activities and initiatives such as but not limited to the Guild's website, Social Media platforms, and other resources;

5.4.3.2.8. Use of the Guild's Club Room on the Joondalup Campus.

5.4.3.2.9. Additional benefits may be provided to Tier 3 Clubs by negotiation and documented in the Memorandum of Understanding.

5.4.3.3. Exclusions

5.4.3.3.1. Tier 3 affiliates are not eligible to be covered under the Guild's Insurance products due to terms and conditions of the Guild's insurance products and will be required to ensure that they maintain their own insurances as required.

5.4.3.3.2. Guild funds cannot be used for the purchase of insurance products, legal fees, payment of honoraria to volunteers or committee members.

5.4.3.3.3. Guild funds cannot be used where there is no direct benefit to ECU student Guild members.

5.4.4. Tier 4

Clubs that will not receive funding as part of their affiliation fall under this category.

5.4.4.1. Eligibility

5.4.4.1.1. The club is governed by a committee that comprises a minimum of 3 committee members, who must be current enrolled students and members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent);

5.4.4.1.2. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic year;

5.4.4.1.2.1. one of the events in each year must be held on one of ECU's three (3) campuses.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.4.2. Benefits

The Guild will provide:

5.4.4.2.1. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;

5.4.4.2.2. Conditional use of Guild's photocopying and printing facilities for approved events; as well as, the use of Guild infrastructure, including email and web services, to facilitate effective club administration;

5.4.4.2.3. Free access to the Guild's range of events equipment and resources in accordance with booking processes;

5.4.4.2.4. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;

5.4.4.2.5. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;

5.4.4.2.6. Where available, collaborative promotion of the Affiliated Body's activities and initiatives such as but not limited to the Guild's website, Social Media platforms, and other resources;

5.4.4.2.7. Assistance with graphic design for events and promotions where practicable; and

5.4.4.2.8. Use of the Guild's Club Room on the Joondalup Campus.

5.5. Application for Affiliation and Important Dates

5.5.1. Affiliations open for application all year around.

5.5.2. The Guild will widely advertise and promote the application process, which must be submitted in accordance with the requirements of the Guild, on the prescribed web form and received prior to the advertised closing date.

5.5.3. Affiliation for Tiers 1, 2 and 3 will open and close on the dates listed below. Tier 4 affiliations will be open year round.

Semester	Affiliations Open	Affiliations Close
One	1 st January	Week 3 of Semester 1
Two	Orientation Week	Week 3 of Semester 2

5.5.4. Affiliations are valid until 31st December, pending compliance with all conditions prescribed elsewhere in this policy.

5.5.5. Affiliation is only valid for the year applied. Clubs must reapply each calendar year to maintain affiliation.

5.5.6. Budget Plan submissions are due by week 4 of each semester which should be submitted to the relevant Vice-President after successful affiliation.

5.5.7. Quarterly reports are due by the 1st of March, June, September, and 16th December.

5.5.8. Grant Submissions to be submitted at least 2 weeks prior to the event, if submitted any later, approval may not be authorized.

5.5.9. The club's application must include all supporting documentation specified on the application form.

5.6. Funding

5.6.1. The use of funding under no circumstance should be for personal benefits.

5.6.2. There are 2 options for clubs to receive funding support.

5.6.3. All funded clubs will be allocated an initial float upon successful affiliation. hereafter funding can be allocated in either of the methods as follows:

5.6.3.1. Float Top Up

- 5.6.3.1.1. A float top-up of up to \$300 for tier 1 clubs and \$150 for tier 2;
- 5.6.3.1.2. Amounts allocated are to be used for incidentals and small operating costs;
- 5.6.3.1.3. As your initial float is spent, you can 'top-up' your float;
- 5.6.3.1.4. Examples of incidentals include: coffee order for AGM or other committee meetings, Stationary, Printing expenses, etc.;
- 5.6.3.1.5. Receipts/Tax invoices for all transactions must be retained & provided electronically with the float top-up request, to show evidence of the transactions;
- 5.6.3.1.6. Funds will not be approved where receipts are submitted more than 3 months after the purchase was made or where receipts pre-date the confirmed date of approved affiliation.

5.6.3.2. **Grant Submissions**

- 5.6.3.2.1. a Grant submission can be made for good(s) and service(s) priced over your float top-up value;
- 5.6.3.2.2. a Grant submission **must be made at least two weeks** in advance for timely approval;
- 5.6.3.2.3. approval from respective Guild Vice President is **mandatory** prior to club purchase of good(s) and/or service(s);
- 5.6.3.2.4. Grants **will not** be paid for activities/purchases made prior to the approval of the Guild Vice President or where activities were undertaken prior to the confirmed date of approved affiliation;
- 5.6.3.2.5. ideal for any larger value purchases of items, deposits, or other expenditure;
 - 5.6.3.2.5.1. Examples of Grant expenses include: Deposit for a venue for a club event, purchase of an item exceeding the float top-up value for club use, catering for a club event, merchandise, etc.
- 5.6.3.2.6. Budgeting of any event that requires funding over \$800 will be monitored by the relevant Vice President or their nominee;
- 5.6.3.2.7. Clubs **must** provide a copy of the tax invoice to the respective Vice President.

5.6.3.3. **Method of Funding**

- 5.6.3.3.1. The Guild will provide club funding via Vasco Prepaid Visa card, allocated to each club on approval of their annual affiliation.

- 5.6.3.3.2. The card will be assigned to the Club Treasurer (email and mobile number required) and the responsibility for use of this card lies with this officeholder. The card is a physical Prepaid Visa card backed by ANZ but can also be downloaded to a mobile telephone to facilitate card access. The use of the card is to be in line with this policy and the Club Code of Conduct.
- 5.6.3.3.3. Note that only one Vasco card can be assigned to each individual, so if the club treasurer acts in this capacity for multiple clubs, an alternate committee member must be assigned to the card, with the approval by the relevant club via email and upon approval by the Guild. Clubs can also utilise the VASCO App which allows the card to be downloaded to multiple devices to facilitate card use across committee members. Clubs are also able to check balances using the App.
- 5.6.3.3.4. Vasco cards offer a portal, which can be accessed via an app, which will allow the treasurer to monitor funds and spending, reset PIN and report as lost etc., if required. Refer to <https://vascopay.com/> for more information. The card can be reassigned to the new officeholder as part of each year's affiliation, if the current officeholder does not resume in the same role in the next term.
- 5.6.3.3.5. Float top-ups and grant payments, will be paid into the Vasco card account, unless otherwise specified.
- 5.6.3.3.6. Unspent funds remaining on the card at year-end (31/12/XXXX) will be returned to the Guild, as part of the annual reconciliation process.
- 5.6.3.3.7. The cost for the Vasco cards are \$6.00 for initial activation, plus \$5.00 per month, which will be allocated to the club budget.
- 5.6.3.3.8. Clubs can still opt to maintain a separate bank account if they have other broader requirements, which will need to be reported to the Guild and maintained by the club, including transition of signatories to new committee members to ensure continuity and account access is uninterrupted.
- 5.6.3.3.9. Clubs will not be permitted to transfer funds from their Vasco card to any external bank account or other financial payment method.
- 5.6.3.3.10. VASCO Cards must not be used to facilitate event ticketing payments from club members as refunds to individuals by VASCO are not possible. All event ticketing should be managed by a dedicated ticketing platform.
- 5.6.3.3.11. No personal reimbursements will be allowed.

5.6.3.4. **Ownership of Assets Purchased**

- 5.6.3.4.1. All assets purchased using Guild Funds, inclusive of Grant and Float funding, will remain the property of the Guild and must be returned to the Guild if a Club chooses to disaffiliate or dissolves.

5.7. **Disaffiliation of a Club**

5.7.1. Disaffiliation may result for the following reasons:

- 5.7.1.1. Failing to meet any of the requirements outlined in in this document or an MOU.
- 5.7.1.2. The club is alleged and found guilty of misconduct, financial fraud, bullying and/or discrimination.
- 5.7.1.3. The club is inactive for three consecutive months without any communication with the Guild.
- 5.7.1.4. Failing to respond to prospective members within 2 weeks on more than three separate occasions.
- 5.7.1.5. The affiliation requirements are not maintained.
- 5.7.1.6. Failing to submit quarterly club reporting (see clause 5.9).
- 5.7.1.7. Failing to validate that 51% of the affiliates members are Guild members.
- 5.7.1.8. Failing to abide by ECU Lands and Traffic By Laws.
- 5.7.1.9. Failing to abide by the Clubs Code of Conduct.
- 5.7.1.10. Taking part in political endorsements.
- 5.7.1.11. Partaking in making derogatory, false and/or any comments regarding the Guild or any of its employees, senators, or volunteers, which has the potential to bring the Guild into disrepute.

5.8. **Reporting**

5.8.1. The Club must submit quarterly reports to the Guild. These reports must be submitted to your respective ECU Guild Vice President and the ECU Guild General Secretary by the first week of April, July, October and 16th December. The following documents must be included in every quarterly report:

- 5.8.1.1. Meeting Minutes (of any club meeting held in that quarter);
- 5.8.1.2. Event details – events run in the past quarter, its outcomes and events to be run in the next quarter;

- 5.8.1.3. An updated Membership Register;
- 5.8.1.4. Bank statement of club account, if applicable; and
- 5.8.1.5. Any incidences of misconduct.

5.8.2. Failure to submit these mandatory reports will affect the ability to affiliate with the ECU Student Guild in future and it may lead to disaffiliation as per Clause 5.7.

5.8.3. In addition to the above, the club must report the following information to their respective ECU Guild Vice-Presidents as soon as possible, this includes:

- 5.8.3.1. Changes to committee structure;
- 5.8.3.2. Updated club contact details;
- 5.8.3.3. AGM minutes;
- 5.8.3.4. New sponsors and any additional changes to existing sponsors;
- 5.8.3.5. Dissolution (see Clause 5.11); or
- 5.8.3.6. Any other changes which may be relevant to the Guild.

5.9. Political clubs

With reference to University Statute No. 29 and section 5.2.1, the Guild will not affiliate any club, society, or collective that is associated or registered with a Political Party. If political clubs would like to have presence at Guild events, they will be treated as external vendors and will be required to pay the Guild a fee to attend.

5.10. Dissolution of a Club

- 5.10.1. In the event of the Club becoming defunct or dissolved, the Guild purchased assets and funds that remain after such, and the satisfaction of all debts and liabilities, shall be transferred to the Guild, subject to any relevant clause of the Associations Incorporation Act 2015. Provided there are no external sponsors in which case the club will settle their outstanding accounts and balances to be paid and settled with all remaining funds turned over accordingly.
- 5.10.2. All Funds owed to the ECU student Guild will be paid in full within 28 days of the date of dissolution as Guild Funds will remain Guild funds and will need to be paid back accordingly.
- 5.10.3. In the event of the Club becoming defunct or dissolved, any equipment purchased using Guild funds (See section 5.6.3.4), or borrowed from the Guild to be used by the Club, shall be returned to the Guild within 28 days of the date of dissolution.

5.10.4. All equipment must be returned within 28 days of the date of dissolution undamaged, clean, and in good condition. All monies owed to the Guild must also be returned within 28 days of the date of dissolution.

5.10.5. Failure to return all Guild equipment will result in disciplinary action by the Guild as per the ECU Student Guild Constitution.

5.10.6. A clubs commitment to financial and legal obligations does not end when a club chooses to dissolve. Clubs are responsible for ensuring that they meet all and any obligations beyond dissolution. The Guild will not take any responsibility for outstanding liabilities or debts of the club post dissolution.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none"> • International Department Policy • Postgraduate Department Policy • Social Department Policy • South West Department Policy • Sports Department Policy • Undergraduate Department Policy • Environmental Department Policy • Equity Department Policy • First Nations Department Policy • Club Code of Conduct
Related Procedure	<ul style="list-style-type: none"> • Club Affiliation Procedure • Club Grants Procedure
Other Related Documents	<ul style="list-style-type: none"> • The ECU Student Guild Constitution
Related Legislation	<ul style="list-style-type: none"> • Student Guild Rules • Statute 11 – Student Guild • Statute 29 – Student Services and Amenities Fee • Higher Education Support Act (2003) • Edith Cowan University Act (1984) • Associations Incorporation Act 2015

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	General Secretary
---------------------	-------------------

All Enquiries Contact	Sadaf Darab
Telephone	0492 933 065
Email address	secretary@ecuguild.org.au

8. APPROVAL HISTORY

Policy Approved By	Senate
Date Policy First Approved	20/07/2017
Original Motion	SM1707/02
Revision History	05/02/2018 14/12/2020 – SM2101/06 24/02/2021 – SCM2102/06 September 2022 – SCM2209/02 July 2023 – SM2307/02
Revised by	Club Development Group & CIDC
Next Revision Date	July 2024